

## INFORMATION TECHNOLOGY

The *Information Technology Committee* will continue to meet during the 1996-97 academic year while Systems Improvement Team #2/Information Technology and Communications continues to define its role within the College.

### WHATEVER HAPPENED TO THE "GREAT SOFTWARE PURCHASE OF '96"?

Well, what didn't happen to it? Missing DSMD letters, vendor takeovers, CD-ROM instead of floppy diskettes, Windows '95 instead of Windows 3.1, mass confusion--all of this happened. The orders have been delayed considerably but are still in the works. As soon as the software arrives, those of you who requested it will be notified by Debbie Grimes. **Thank you Joyce Kelley for handling all of these problems!**

### WHAT DO I DO IF I NEED THE SOFTWARE DOCUMENTATION (i.e., the manual)?

Only a few sets of manual were purchased with the multi-license academic packs. There will be copies available in the Skyland Campus Library upon request. However, the best advice of the ITC is to go to a local bookstore, browse through the how-to books on your piece of software, and purchase one. With a receipt, your supervisor may request a petty cash reimbursement for this cost (up to \$25.00; ask your supervisor in advance). Tax is not reimbursed.



*Remember: If you buy a computer, you must also buy software!*

*Always use account 642 for computer software.*

### HOW TO REQUEST COMPUTER HARDWARE

1. IF using the ITC bid list, request a copy of the bid list from Joyce Kelley in the Business Office. The current list is effective through September 26; new hardware bids will be issued as soon as possible.

If using the equipment and pricing (usually higher) on the state bid list, request information from Joyce Kelley in the Business Office. Be sure to give her the specific type of computer hardware you wish to use. Then, with specs attached, submit a request to the ITC for approval.

If generating your own bids, submit the specs to the ITC for approval PRIOR TO requesting a bid by Joyce Kelley.

2. Ask your dean/supervisor to prepare a letter requesting DSMD approval and submit it to the VP for approval and mailing.
3. When DSMD approval is returned to the Business Office, the dean/supervisor will be notified.

4. Proceed with the requisition

**SUGGESTION:** The computer hardware bids include both installed and delivered prices. For as little as \$15, you can have the vendor deliver AND INSTALL your new equipment. The ITC recommends that the service is worth the cost!

**Don't forget.** Supervisors must include their initials on DSMD letters for speedy routing from the Business Office.

#### TECHNOLOGY TIP

*What is the difference between computer storage and memory?*

Darrell Wright describes storage, located on the hard drive, as the bookshelf on which all your software is stored. This includes all of the software packages (wordprocessing, graphics, spreadsheet, etc.) and all of your data files (copies of tests, memos, letters, etc., that you store on the computer).

The memory, more commonly called RAM (random access memory), refers to the size of your workspace (your keyboard and monitor). So, you need RAM, or memory, to be able to use one program and storage to be able to house all of your programs and data. The greater the visual graphics onscreen (as in Windows), the bigger the workspace (RAM) must be.

Darrell compares the floppy diskette to a bookbag, used to carry your software file from place to place.

#### WHATEVER HAPPENED TO INTERNET ACCESS?

Limited access to Internet will be available to students and employees through stand-alone workstation in the Skyland Campus Library, Fredd Campus Library, Fredd Campus "Electronic Classroom," Computer Lab/New Campus, and Computer Lab, Center for Advanced Productivity/New Campus. Local accounts will be set up for general

use for Shelton State, but no individual e-mail accounts will be available. Instructions will be posted by each workstation. More information will be provided when the workstation are ready for use.

**Reminder:** Guest accounts are available from UA at no charge. If you would like to apply for a UA Internet/WWW account, contact Debbie Grimes.

#### HOME PAGE FOR SHELTON STATE ON THE WORLD WIDE WEB

Bradley Moore is leading a team to develop a "home page" for Shelton State. This "page" can be used to provide information, including visuals and audio, about the college. Once it is made available, people from all over the world will have easy access to this information. If you would like more information about this project or if you would like participate as a member of the "Web Team," contact Bradley Moore.

**Reminder:** The College's policy on computer software use places responsibility for legal and ethical use of software on the shoulders of individual employees and their immediate supervisors. Colleges are being audited and sued for copyright violations--including some in Alabama.

*General software bids, opened August 21, will be effective through November 21.*

*General hardware bids will be revised soon for fall purchases.*

*Jackie Sims  
Contact Joyce Kelley for bid information.*

**COMING SOON TO A FACULTY MEETING NEAR YOU:** Faculty Computer Quiz and the Whiz Quiz!